# Pikes Peak Community College INSTITUTIONAL FEE PLAN

## **PART A--Fee Categories**

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Pikes Peak Community College. This Plan has been developed to be in compliance with Colorado Department of Higher Education (CDHE) Policy Section VI-Part C and State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 4-20.

#### I. Definitions

- A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Pikes Peak Community College are defined as follows:
  - 1. <u>Fees</u>: Any amount assessed to students as a condition of enrollment in the college and/or as a condition of enrollment in a particular course or program. Specific types of fees are further defined below.

#### 2. Bond Fees:

• Fees assessed and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.

#### 3. <u>Instructional</u> Fees

- <u>Course Specific Fees</u>: Mandatory fees associated with courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips; required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost fees.
- <u>Program Fees</u>: Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.

#### 4. Student Fees:

• <u>Student Activity Fees</u>: Mandatory fees associated with enrollment in the college and/or campus that are assessed for a specific purpose. These fees include, but are not limited to, student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

#### 5. Use Fees:

- Administrative Fees Unrelated To A Specific Academic Course or
   <u>Program</u>: These are mandatory campus-wide fees charged to provide
   administrative services including, but not limited to, renewal and
   replacement equipment costs, technology fees, computer labs and printers,
   registration fees, satellite center fees, wireless access, digital databases,
   and AHEC-related charges. Registration fees must be charged at all
   schools but may be waived at the college's discretion.
- <u>Auxiliary Sales and Services</u>: Charges to provide elective services such as housing and food service plans.
- <u>Miscellaneous Charges/Charge for Service</u>: Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include, but are not limited to, health insurance, matriculation, graduation and commencement, late registration, Accuplacer, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

#### 6. Sales and Services of Educational Activities:

- Charges to provide elective services such as fitness center charges and fees for testing and other services that are non-mandatory or are strongly encouraged.
- B. For purposes of general definition, please see Appendix B: Definition of Terms as listed in CDHE Policy VI-PART C.

#### II. Categorization of Fees

- A. <u>Scope of Fee</u>: Every Fee shall be classified as to whether its scope is Campus-wide or Non-Campus-wide.
  - 1. <u>Campus-wide Fees</u>: Mandatory assessments to all students, the revenues from which are used for academic or nonacademic purposes, including but not limited to the following:
    - (a) Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media;
    - (b) Construction, maintenance, operation, or lease of areas that are used as student centers, recreational facilities, parking lots, child care centers, or for payment of bonds issued for principal or interest payments on long-term debt for student facilities;
    - (c) Establishment and operation of campus health clinics or contract health services:
    - (d) Support for intercollegiate or intramural/club sport activities or for payment of bonds allocated for the principal or interest payments on the long-term debt of any facility used for intercollegiate athletics;

- (e) Payment of direct and indirect operating expenses of student government;
- (f) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment or other;
- (g) Providing administrative services, including registration fees;
- (h) Payment for costs incurred in specific courses, including but not limited to laboratory, music, art, materials, and telecourse fees;
- (i) Payment of nonspecific costs related to the instructional program or college; and
- (j) Payment for additional insurance costs necessary due to the nature of particular courses.
- 2. <u>Non-Campus-wide Fees</u>: Mandatory assessments to students that are not automatically imposed upon all students as a condition of enrollment, but are automatically assessed to students from a particular classification, including but not limited to program or course insurance fees, program or college specific fees, and course specific fees.
- B. <u>Fee Purpose</u>: Every fee at Pikes Peak Community College shall be classified as a Bond Fee, an Instructional Fee (Course Specific Fee, Program Fee), a Student Fee (Student Activity Fee), a Use Fee (Administrative Fee, Auxiliary Sales and Services Fee, Miscellaneous Charges/Charge for Service), or Sales and Services of Educational Activities. If a particular fee meets several purposes, it shall be categorized within the dominant purpose. Fee purposes are defined as:

#### 1. Bond Fees:

• Fees assessed and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.

<u>Student Center Bond Fee</u> – The purpose of this fee is to pay the principal and interest on the Pikes Peak Community College – Series 2003 Bonds and to cover operation, improvement, and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

<u>Child Development Center Bond Fee</u> – The purpose of this fee is to pay the principal and interest on the Pikes Peak Community College – Series 2003 Bonds, and to cover operation and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

#### 2. Instructional Fees:

- Course Specific Fees: Mandatory fees associated with courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips; required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost fees.
- <u>Program Fees</u>: Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but

are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.

Medium and High CIP Course Fees and Cisco Fees. In April 2012 the SBCCOE approved a revision of its 2010 approved Classification of Instructional Program (CIP) codes that are used to determine those courses that will be assessed a course fee. All courses offered by the Colorado Community College System (CCCS) are identified according to three cost factor categories based on costs of delivery: low cost, medium cost, and high cost. In addition to these levels the SBCCOE has approved a separate rate for CISCO courses. Course fee rates for all medium, high cost and CISCO courses are approved by SBCCOE each fiscal year. A complete listing of CIP Codes and their approved cost factors, based on CIP 2013, can be found in Appendix A.

#### 3. Student Activity Fees:

Mandatory fees associated with enrollment in the college and/or campus
that are assessed for a specific purpose. These fees include, but are not
limited to, student centers, athletics, student government, contract health
services, and/or similar services and facilities; non-bonded parking fees;
and any general fee, the revenue from which is appropriated by student
government for a specific purpose.

<u>Student Government Fee</u> — A student revenue fee used exclusively to fund student activities, clubs and organizations, student travel to in-state and out of state conferences and competitions, campus center operations and maintenance, ID's, and the replacement and renewal of campus center furnishings. Fee rates are approved by SBCCOE annually.

<u>Student Parking Fee</u> – The purpose of this fee is to cover operation and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

<u>Recreation and Sports Fee</u> – The purpose of this fee is to provide and support team sports, recreation programs, special events and tournaments, sustain outdoor rental equipment inventory, and to replace and support Fitness Center equipment and facility improvements. It also supports the "student owned" fleet vehicles dedicated to student events, club usage, and field trips. Fee rates are approved by SBCCOE annually.

Green Campus Fee – The purpose of this fee is to develop and maintain long-term environmental sustainability efforts at Pikes Peak Community College. The sole purpose of this fee is to fund a full time Sustainability Coordinator position and a moderate annual budget to work with students in recycling program management, educational outreach, event planning, and campus administrators to make the environmental footprint of Pikes Peak Community College as minimal as possible. A ballot initiative for its continued financial support through the use

of this student fee will be put to a majority student vote in the year 2016. Fee rates are approved by SBCCOE annually.

#### 4. Administrative Fees:

 Mandatory campus-wide fees assessed to provide administrative and support services.

Pikes Peak Community College does not assess an administrative fee.

- 5. <u>Academic Facility Fees</u>: Use of tuition or fees may be used for academic facilities construction, provided the following conditions are met:
  - All other financing options have been explored;
  - Students approved the use of funds through a student vote or referendum or student government approval (as specified in the Part B of this plan). Note: Only the use of a student fee for academic facilities construction must be approved by vote or referendum or by student government. Institutions may use tuition for the construction or renovation of academic facilities without approval through a student vote or referendum, provided that, at a minimum, the institution has explored all other financing options, has presented their proposed use of tuition revenues at a public meeting, and has informed students which capital projects will be funded with tuition revenues:
  - Any referendum relating to the use of fees under this section is initiated by the student government.

Currently, Pikes Peak Community College does not use student tuition and fees for academic facilities construction. PPCC may consider using student tuition and fees for academic facilities construction in the future pursuant to CDHE and SBCCOE fee policies.

6. <u>Mandatory Insurance Fees</u>: Fees which are charged for insurance required beyond regular health insurance based on the nature of the course.

Pikes Peak Community College does assess mandatory insurance fees. Refer to the most recent PPCC Class Schedule for a list of mandatory insurance fees.

#### 7. Use Fees:

- Administrative Fees Unrelated to a Specific Academic Course or Program: These are mandatory campus-wide fees charged to provide administrative services including, but not limited to, renewal and replacement equipment costs, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access, digital databases, and AHEC-related charges. Registration fees must be charged at all schools but may be waived at the college's discretion.
- <u>Auxiliary Sales and Services</u>: Charges to provide elective services such as housing and food service plans.

 Miscellaneous Charges/Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include, but are not limited to, health insurance, matriculation, graduation and commencement, late registration, Accuplacer, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

Registration Fee: The CCCS system-wide registration fee that was non-refundable, per Board Policy, was changed in April 2008 by SBCCOE to be a refundable fee, at the discretion of each college. Pikes Peak Community College decided that the registration fee would be refundable at the effective date of the change, which was at the beginning of the Fall 2008 semester. Although the registration fee is uniform across the system, each institution is responsible for the collection, maintenance, and administration of this revenue to defray costs of registration. Fee rates are approved by SBCCOE annually.

<u>Return Check Charge</u>: Pikes Peak Community College assesses a \$20 processing fee for all checks returned to the college due to Insufficient Funds.

<u>Late Tuition Payment Charge:</u> Pikes Peak Community College may assess a \$20 charge for any outstanding account balances not paid in full by the end of the term in which the charges are incurred.

<u>Technology Fees</u>: Pikes Peak Community College does not assess a technology fee.

#### III. Review of Fee Fund Balances

An annual review of all Student Activity Fees will be conducted by the college president, or his or her delegate, to ensure that these fees are being expensed in accordance with their intended purpose. The annual review will also serve to ensure that fee fund balances are not increasing at a rate exceeding 50 percent of any fee's annual revenues, notwithstanding any prior formal agreements to collect fee revenue for expenditures in future years. For example, Student Government voted to retain the fee revenue for both the Student Center Bond fee and the Recreation and Sports fee for the purpose of cash funding future construction/facilities improvements.

If it is determined that a fee fund balance is increasing by an amount in excess of the aforementioned threshold, the college administration will consult with Student Government to discuss options for adjusting the fee rate per credit hour to a level that is within the stated threshold.

#### IV. Timelines

Typically, the timeline for review and approval of student fees will approximate the following:

- Late -January Proposals for student fees and other charges by the appropriate departments are submitted to the Office of Business Services.
- Early -February Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Office of Business Services to Student Government for review and comment. It is the responsibility of the Office of Business Services to work with the CCCS Office of Legal Affairs for the approval of student fee ballot language.
- *Mid-February* Student Government open forum on student fees. Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Office of Business Services to the College Leadership Council for review and comment.
- *End-February* Preliminary recommendations from Student Government and the College Leadership Council are due to the Office of Business Services.
- Early-March The Office of Business Services forwards summary of preliminary recommendations on the proposals for student fees and other charges to the president of Pikes Peak Community College. If approved by the president, the Office of Business Services forwards the summary of preliminary recommendations to the CCCS Budget Office.
- SBCCOE April Board Meeting An overview of preliminary recommendations for student fee and other charges are presented by CCCS Budget Office to the Board on behalf of the colleges.
- Third week of April Students have traditionally voted on fee issues within the Spring Student Government ballot. The timeline for said election is spelled out in the Student Government Constitution as "the 14<sup>th</sup> calendar week of Spring Semester." There is also clarification within the Student Government Constitution defining and stipulating to "special elections" which may also apply to fee issues.
- SBCCOE May Board Meeting Proposals for new and existing fees (in excess of inflation) requiring student majority vote (in April) are either approved or rejected (contingent upon affirmative student vote).
- July 1 New approved fees and other charges go into effect (usually fall semester).

## **PART B--Elections and Required Approvals**

### **Student Elections**

*Under the circumstances as outlined below*, students are required to approve new fees and increases in existing fees. The president of Pikes Peak Community College is responsible for

administering all student elections concerning fees, upon SBCCOE approval of the referendum plan. The plan for the proposed fee will include the form of notice to students of the amount, the reason for the fee assessment or increase, the purpose for which Pikes Peak Community College will use the revenue received from the fee assessment or increase, and whether the fee is permanent or temporary, and if temporary, a repeal date for the fee. The plan will also include the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election.

Pikes Peak Community College may conduct a student vote once each term. This election will be scheduled in consultation with the Pikes Peak Community College Student Government and will be announced to the students at least thirty (30) days in advance. The Pikes Peak Community College Student Government Constitution specifies when its regularly scheduled elections will be held: the fifth calendar week of fall semester and the fourteenth calendar week of spring semester.

The results of successful referendum elections are not subject to appeal and proceed directly to SBCCOE for disposition. No new fee, fee increases, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election. All student fee elections are advisory to the SBCCOE.

### **Student Approvals for Fees**

Under certain circumstances outlined below, students are required to approve new fees and increases in existing fees. In all other circumstances, student approval is not required.

Student approval through a majority vote of the student body is required for these fee categories:

- 1. <u>Student Fees</u>: A new student activity fee or an increase in an existing student activity fee (in excess of inflation only).
- 2. <u>Bond Fees</u>: A new fee or fee increase (in excess of inflation only) assessed for the construction, renovation, and /or operation of auxiliary or academic facilities or operations.

## **Itemization of Student Fees on Billing Statements**

Pikes Peak Community College shall separately disclose the fees charged to students in its student billing statements. This requirement applies to fees, the purpose of which is to cover any administrative costs; permanent student purpose fees; and non-permanent student purpose fees. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Itemization shall not be required for detailed allocations of general student fees; however, such itemization may include an itemization of other general student fees. The portion of fees from any general student fee for the repayment of bonds or other debt shall also be disclosed on the billing statement.

Each billing statement will conspicuously identify any optional student fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative check-off.

## PART C – Pikes Peak Community College Participation and Appeal Processes

Student participation in the development of campus and statewide fees occurs at two levels through recognized governance bodies. At the first level Pikes Peak Community College's recognized student governance body, the Pikes Peak Community College Student Government, is consulted by Pikes Peak Community College's president and/or his or her designees. At the second level a State Student Advisory Council (SSAC) exists and is advised by a CCCS staff member. Additionally, the SSAC vice chair sits on the State Board for Community Colleges and Occupational Education as provided by Board Policy 4-25 and Colorado Revised Statute 23-60-104.

## **Campus Student Participation and Appeal Process**

The Pikes Peak Community College Student Government is consulted by the administration about the fees listed above on a routine basis.

- 1. The administration of Pikes Peak Community College will consult with elected representatives of the Pikes Peak Community College Student Government once in the fall term to review the current year's fees and again in the spring term prior to submission of student fees for the next fiscal year to SBCCOE. Specific dates will be established by the administration in line with the dates contained in this policy and the timetable for final SBCCOE action on all student fees.
- 2. It is the responsibility of the Pikes Peak Community College Student Government each fall term to notify the college president of the names of no more than five (5) students who also are members of the Pikes Peak Community College Student Government Budget Hearing Committee. These individuals will serve as representatives to the college's internal fee allocation process. As stated in the PPCC Student Government Constitution, these five (5) student representatives consist of the Student Government President (Chair), Student Government Treasurer, one other Student Government member (senator or officer), two students at-large (not Student Government members). Students who are not members in good standing of Pikes Peak Community College Student Government will not be allowed to serve.
- 3. It is the responsibility of the administration to provide a copy of this policy, any subsequent revisions thereto, and target dates for the internal fee allocation process to the representatives identified in #2 by January 31 each year.
- 4. Pikes Peak Community College's student fee request must be submitted to CCCS by mid-March of each year. Accordingly, sufficient time should be earmarked for consultation between administration and students to meet this deadline. All existing

fees will be submitted to CCCS unless a specific exception is made by the system Vice President for Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.

- 5. In the event student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution.
- 6. If informal resolution to the issue or issues identified in #5 does not occur, the president of the Pikes Peak Community College Student Government may file a written appeal with the college president by February 21 or the working day closest thereto. A written appeal will state the substantive grounds for the appeal. Any appeals filed after this date will not be considered.
- 7. The college president will respond to the written appeal within five (5) working days. The president's written response will include rationale for either accepting or denying the written appeal.
- 8. Within five (5) working days, by a majority of the membership of the Pikes Peak Community College Student Government, the Pikes Peak Community College Student Government may reject the college president's response. If a majority is not attained or if the Pikes Peak Community College Student Government fails to take action, the college president's response is final and no further appeals on the same issue are possible.
- 9. If the Pikes Peak Community College Student Government rejects the college president's response, the president of the Pikes Peak Community College Student Government may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days, as provided in the next section.
- 10. The administration and the Pikes Peak Community College Student Government may waive the appeal timelines by mutual consent.

### **SBCCOE Participation and Appeal Process**

The SBCCOE will approve all student fees across the system prior to their implementation. The procedures above provide a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of the Pikes Peak Community College Student Government with the final action taken by SBCCOE on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the Pikes Peak Community College Student Government to inform members of the Pikes Peak Community College Student Government and other students of the final SBCCOE action on student fees.

## Appendix A

# CIP 2013 - Classification of Instructional Programs Effective July 1, 2012 (Fall 2012 Semester)

|                | I  | Cost Factor                                      |
|----------------|--|--|
| C:             | Dua suana Titla  |  |
| Series         | Program Title  | (Please note: LOW fee is the same as no fee)     |
|                |  | MED except ABM, Ag Business Mgmt at              |
| 01             | Agriculture, Agriculture Operations and Related Sciences             | HIGH   |
| 03             | Natural Resources and Conservation                                   | MED  |
| 04             | Architecture and Related Services                                    | MED  |
| 05             | Area, Ethnic and Gender Studies                                      | LOW  |
|                |  | LOW (all communication courses approved as       |
| 09             | Communication, Journalism and Related Programs                       | LOW by CCCS CFO)                                 |
| 10             | Communications Technologies/Technicians and Support Services         | HIGH   |
| 11             | Computer and Information Sciences and Support Services               | MED except CISCO at HIGH                         |
| 12             | Personal and Culinary Services                                       | LOW except Culinary & Mortuary at HIGH           |
| 13             | Education  | LOW  |
| 14             | Engineering  | MED  |
| 15             | Engineering Technologies/Technicians                                 | HIGH   |
| 16             | Foreign Languages, Literatures and Linguistics                       | LOW  |
| 19             | Family and Consumer Sciences/Human Sciences                          | LOW  |
| 21             | Technology Education/Industrial Arts                                 | LOW  |
| 21.01          | Technology Education/Industrial Arts Programs                        | LOW  |
| 22             | Legal Professions and Studies  | LOW  |
| 23             | English Language   | MED (optional fee-colleges can change to LOW)    |
| 23             | Literature/Letters   | LOW  |
| 24             | Liberal Arts and Sciences. General Studies and Humanties             | LOW  |
| 25             | Library Sciences   | LOW  |
| 26             | Biological and Biomedial Sciences                                    | MED  |
| 27             | Mathematics and Statistics   | MED (optional fee-colleges can change to LOW)    |
| 28.01          | Air Force JROTC/ROTC   | LOW  |
|                | Army JROTC/ROTC  | LOW  |
|                | Naw/Marine Corps JROTC/ROTC  | LOW  |
| 29             | Military Technologies  | LOW  |
| 30             | Multi/Interdisciplinary Studies                                      | LOW  |
| 31             | Parks, Recreation, Leisure and Fitness Studies                       | LOW (except OUT at MED)                          |
| 32             | Basic Skills (ENG & MAT only)  | MED (optional fee-colleges can change to LOW)    |
| 32             | Basic Skills (REA & AAA only)  | LOW  |
| 33             |  | LOW  |
|                | Citizenship Activities   |  |
| 34             | Health Related Knowledge Skills                                      | LOW  |
| 35<br>36       | Interpersonal and Social Skills                                      | LOW  |
| 36             | Leisure and Recreational Activities                                  | LOW  |
| 37             | Personal Awareness and Self-Improvement                              | LOW  |
| 38             | Philosophy and Religious Studies                                     | LOW  |
| 39             | Theology and Religious Vocations                                     | LOW  |
| 40             | Physical Sciences  | MED  |
| 41             | Science Technologies/Technicians                                     | HIGH   |
| 42             | Psychology   | LOW  |
| 43             | Protective Services  | HIGH   |
| 44             | Public Administration and Social Service Professions                 | LOW  |
| 45             | Social Sciences  | LOW  |
| 46             | Construction Trades  | MED  |
| 47             | Mechanic and Repair Technologies/Technicians                         | MED except Aviation at HIGH                      |
| 48             | Precision Production   | HIGH   |
|                |  | MED except for Heavy Equipment and Aviation      |
| 49             | Transportation and Materials Moving                                  | at HIGH  |
|                |  | HIGH for Studio ART courses. LOW for all         |
| 50             | Visual and Performing Arts   | other ART courses (CCCS CFO approved)            |
|                | Health Professions and Related Clinical Services                     | HIGH   |
| 51             |  |  |
| 51             |  | LOW except SBM, Small Business                   |
|                | Business, Management, Marketing and Related Support Services         | LOW except SBM, Small Business Management at MED |
| 52             | Business, Management, Marketing and Related Support Services History | Management at MED                                |
| 52<br>54       | History  | Management at MED LOW (CCCS CFO approval)        |
| 52<br>54<br>60 | History<br>Residency Programs  | Management at MED LOW (CCCS CFO approval) LOW    |
| 52<br>54       | History  | Management at MED LOW (CCCS CFO approval)        |

## **Appendix B**

## Definition of Terms as listed in CDHE Policy VI-PART C

<u>Academic Course</u>: For purposes of this policy, includes all instruction, including, but not limited to: academic, vocational, occupational, technical, music, and physical education courses.

Academic Facilities Construction: Includes buildings and site improvements, or specific space within a multi-use building (including utilities and transportation infrastructure) as defined in C.R.S. 24-75-301. The determination of whether it is an academic facility or space shall be determined based on the function/purpose of the building or space. Academic Facilities are those facilities that are core to the role and mission of the institution and may include, but not be limited to, space dedicated to instructional, student services, or administration. If a multi-purpose building, the space determination shall be based on the primary usage of the space during the regular academic year.

Appropriated Fees: The General Assembly appropriates spending authority for Academic and Academic Facility fees that: 1) Support the educational mission of the institution, as opposed to an auxiliary function; 2) are generally under the control of the institution rather than the students; 3) are not optional for the particular course of study chosen by the student; and 4) are not penalties for failure to comply with reasonable rules and regulations.

Auxiliary Facility: same meaning as defined in C.R.S. 23-5-101.5 (2) (a).

<u>Campus-wide Mandatory Student Fees</u>: Minimum student fees for the academic year that are charged to all students regardless of class standing, courses selected, and/or program of study. Does not include fees which are optional or frequently waived.

<u>Fee</u>: Any amount assessed to students by any institution of higher education, the revenues from which are used for academic or nonacademic purposes, provide benefit to students, and support the overall living and learning environment of a system or institution of higher education. Fees exclude items categorized as Other Assessments (Charges for Service or User Fees).

Further descriptions of fee categories are outlined in section 3.04.

<u>Inflation</u> - means the percentage change in the Consumer Price Index (CPI) for the Denver-Boulder consolidated metropolitan statistical area for all urban consumers, all goods, as published by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor index. When calculating fee increases based on inflation, a governing board should use the inflation measure from the most recent completed calendar year (e.g., CY 2010 would be used to set fee rates for FY 2011-12).

<u>Institution of Higher Education</u> - means any state-supported institution of higher education in Colorado and the Auraria Higher Education Center. For purposes of this section, does not include local district junior colleges or the area vocational schools.

<u>Long-Term Deposits</u>: Non-damage related deposits that are held more than one academic term.

Nonpermanent Student Purpose Fees - mandatory campus wide fees categorized as nonpermanent by the institutional plan for student fees that do not meet the definition of permanent student purpose fees. These fees have an expiration date after which they will not be charged.

<u>Permanent Student Purposes</u> – Pursuant to C.R.S. 23-1-123 (7) (e), permanent student purpose means student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contract health services, student government, and similar facilities and services, and includes any general fee, the revenue from which is to be appropriated by student government for a specific purpose.

<u>Required Fees</u>: Fees that must be paid by a student during an academic term, including campus wide mandatory fees and academic course, program, or department fees required for enrolled courses and program of study. May vary based on class standing, courses selected, and/or program of study. Does not include fees which are optional or frequently waived.

|         |   |                                     |          |        | APPENDI   | кс   |                    |                      |                              |
|---------|---|-------------------------------------|----------|--------|---|--|--------------------|----------------------|------------------------------|
|         |   |                                     |          |        | PPCC COURSE/MATERIAL (P                                   | ASS-THROUGH) FEES  |                    |                      |                              |
| Course  | Fee Title                                 | Fee Туре                            | Fee      | Org    | Vendor Paid<br>(If fee is CourseSpecific/Pass<br>Through) | Reason/Justification for Fee   | Amount<br>Verified | Validity<br>Verified | Board/<br>System<br>Approved |
| CUA 120 | Wines & Spirits                           | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 125 | Introduction to Foods                     | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 127 | Soups, Sauces, and<br>Consommes           | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 129 | Center of the Plate                       | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 145 | Introduction to Baking                    | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 150 | Baking: Decoration and Presentation       | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 151 | Baking: Intermediate<br>Bread Preparation | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 152 | Individual Fancy<br>Desserts              | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |
| CUA 153 | Confectionaries and Petit Fours           | Course<br>Specific/<br>Pass Through | \$150.00 | 112240 | PPCC  | To improve customer service with our military students and their dependents who currently cannot receive reimbursement for the food voucher that was sold through the bookstore. | 3/7/12             | 3/7/12               | 4/11/12                      |

|         |   | Course       |          |        |                            | To improve customer service with our military students and their dependents who currently cannot receive     |         |         |         |
|---------|---|--------------|----------|--------|----------------------------|--|---------|---------|---------|
| CUA 154 | Introduction to the<br>Business of Catering | Specific/    | \$150.00 | 112240 | PPCC                       | reimbursement for the food voucher that was sold through the bookstore.                                      | 6/14/12 | 6/14/12 | 6/20/12 |
| CUA 154 | business of Catering                        | Pass Through | \$130.00 | 112240 | PPCC                       | To improve customer service with our military students and   | 0/14/12 | 0/14/12 | 0/20/12 |
|         |   | Course       |          |        |                            | their dependents who currently cannot receive  |         |         |         |
|         |   | Specific/    |          |        |                            | reimbursement for the food voucher that was sold through   |         |         |         |
| CUA 161 | Wedding Cakes                               | Pass Through | \$150.00 | 112240 | PPCC                       | the bookstore.   | 3/7/12  | 3/7/12  | 4/11/12 |
|         |   |              |          |        |                            | To improve customer service with our military students and   |         |         |         |
|         |   | Course       |          |        |                            | their dependents who currently cannot receive  |         |         |         |
|         | Advanced Cuisine and                        | Specific/    |          |        |                            | reimbursement for the food voucher that was sold through   |         |         |         |
| CUA 210 | Garde Manger                                | Pass Through | \$150.00 | 112240 | PPCC                       | the bookstore.   | 3/7/12  | 3/7/12  | 4/11/12 |
|         |   |              |          |        |                            | To improve customer service with our military students and   |         |         |         |
|         |   | Course       |          |        |                            | their dependents who currently cannot receive  |         |         |         |
| CUA 233 | Advanced Line Prep                          | Specific/    | ć1F0 00  | 112240 | PPCC                       | reimbursement for the food voucher that was sold through the bookstore.                                      | 3/7/12  | 3/7/12  | 4/11/12 |
| CUA 233 | and Cookery                                 | Pass Through | \$150.00 | 112240 | PPCC                       | To improve customer service with our military students and   | 3///12  | 3///12  | 4/11/12 |
|         |   | Course       |          |        |                            | their dependents who currently cannot receive  |         |         |         |
|         |   | Specific/    |          |        |                            | reimbursement for the food voucher that was sold through   |         |         |         |
| CUA 236 | Advanced Baking                             | Pass Through | \$150.00 | 112240 | PPCC                       | the bookstore.   | 3/7/12  | 3/7/12  | 4/11/12 |
|         |   |              | 7-00.00  |        |                            | To improve customer service with our military students and   |         | -, -,   | .,,     |
|         |   | Course       |          |        |                            | their dependents who currently cannot receive  |         |         |         |
|         |   | Specific/    |          |        |                            | reimbursement for the food voucher that was sold through   |         |         |         |
| CUA 245 | International Cuisine                       | Pass Through | \$150.00 | 112240 | PPCC                       | the bookstore.   | 3/7/12  | 3/7/12  | 4/11/12 |
|         |   |              |          |        |                            | Radiation Dosimeter Fee: This fee would cover the cost of  |         |         |         |
|         |   |              |          |        |                            | dosimeter badges that monitor the amount of radiation  |         |         |         |
|         |   |              |          |        |                            | received by personnel who operate x-ray equipment. Our   |         |         |         |
|         |   | Course       |          |        |                            | students operate such equipment during DEA 125 Dental  |         |         |         |
| 254 425 |   | Specific/    | 425.26   | 440040 |                            | Radiography. These dosimeters ensure the safety of our   | 2/2/12  | 2/2/42  | 4/44/40 |
| DEA 125 | Dental Radiography                          | Pass Through | \$25.36  | 112242 | Landauer                   | students and monitoring is required by state law.  | 3/8/12  | 3/8/12  | 4/11/12 |
|         |   |              |          |        |                            | Radiation Dosimeter Fee: This fee would cover the cost of  |         |         |         |
|         |   |              |          |        |                            | dosimeter badges that monitor the amount of radiation received by personnel who operate x-ray equipment. Our |         |         |         |
|         |   | Course       |          |        |                            | students operate such equipment during DEA 131 Advanced  |         |         |         |
|         | Advanced Dental                             | Specific/    |          |        |                            | Dental Radiography. These dosimeters ensure the safety of  |         |         |         |
| DEA 131 | Radiography                                 | Pass Through | \$20.36  | 112242 | Landauer                   | our students and monitoring is required by state law.  | 3/8/12  | 3/8/12  | 4/11/12 |
|         | · O · F /                                   |              | ,        |        |                            | The dental assisting program advisory committee  | -, -,   | -, -, - |         |
|         |   |              |          |        |                            | recommends that students entering an internship submit to  |         |         |         |
|         |   |              |          |        |                            | a criminal background check. The dental assisting program  |         |         |         |
|         |   |              |          |        | Background Information     | utilizes a large number of high value items in the form of   |         |         |         |
|         |   | Course       |          |        | Services/                  | materials and equipment. A criminal background check is  |         |         |         |
|         | Criminal Background                         | Specific/    |          |        | Occupational Health Center | necessary to protect the college, the program, and dental  |         |         |         |
| DEA 181 | Check                                       | Pass Through | \$5.00   | 112201 | of SW PA PC                | offices in which students may be assigned as interns.  | 3/8/12  | 3/8/12  | 4/11/12 |

| DEA 181 | Drug Screen           | Course<br>Specific/<br>Pass Through | \$46.00  | 112202 | Occupational Health Center of SW PA PC | The dental assisting program advisory committee recommends that students entering an internship submit to a drug screening. The dental assisting program utilizes items such as syringes and needles that may be of value to drug users. A drug screening is necessary to protect the college, the program, and dental offices in which students may be assigned as interns. | 3/8/12  | 3/8/12  | 4/11/12 |
|---------|-----------------------|-------------------------------------|----------|--------|--|--|---------|---------|---------|
| DEA 181 | Malpractice Insurance | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company              | Spring. This course represents dental assisting students' spring internship. The Colorado Governmental Immunity Act, C.R.S. 24-10-101 insures each intern (as an authorized volunteer) for 150,000 per person and 600,000 per occurrence. The malpractice insurance noted here is a program requirement designed to provide students (interns) with additional protection.   | 3/8/12  | 3/8/12  | 4/11/12 |
| DEA 182 | Malpractice Insurance | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company              | Summer. This course represents dental assisting students' summer internship. The Colorado Governmental Immunity Act, C.R.S. 24-10-101 insures each intern (as an authorized volunteer) for 150,000 per person and 600,000 per occurrence. The malpractice insurance noted here is a program requirement designed to provide students (interns) with additional protection.   | 3/8/12  | 3/8/12  | 4/11/12 |
| DRV 130 | Preparing for CDL     | Course<br>Specific/<br>Pass Through | \$175.00 | 112241 | Colorado Springs 3rd Party<br>Testing  | Course needed to pass diesel driving license course. Course was added due to interest from current students and the community.   | 3/8/12  | 3/8/12  | 4/11/12 |
| EMS 130 | Malpractice Insurance | Course<br>Specific/Pass<br>Through  | \$9.95   | 112225 | American Casualty Company              | Our accreditation for EMT training requires that we do clinical training. Our clinical partners require that the students have malpractice insurance.  | 3/8/12  | 3/8/12  | 4/11/12 |
| EMS 170 | Third ride fee        | Course<br>Specific/<br>Pass Through | \$10.00  | 112196 | AMR                                    | Our accreditation for EMT training requires that we do clinical training. Our ambulance clinical partner, AMR, charges us \$10 per student for this experience.  | 1/26/12 | 1/26/12 | 4/11/12 |
| EMS 170 | Malpractice Insurance | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company              | Our accreditation for EMT training requires that we do clinical training. Our clinical partners require that the students have malpractice insurance.  | 3/8/12  | 3/8/12  | 4/11/12 |
| EMS 225 | Database fee          | Course<br>Specific/<br>Pass Through | \$80.00  | 112194 | FISDAP                                 | In order to maintain accreditation for our Paramedic program our students must track our all clinical experiences and skills completed. This database, named FISDAP, is an EMS education industry standard tool used to track these items.   | 1/26/12 | 1/26/12 | 4/11/12 |
| EMS 225 | Third ride fee        | Course<br>Specific/<br>Pass Through | \$10.00  | 112196 | AMR                                    | Our accreditation for Paramedic training requires that we do clinical training. Our ambulance clinical partner, AMR, charges us \$10 per student for this experience.  | 1/26/12 | 1/26/12 | 4/11/12 |
| EMS 225 | Malpractice Insurance | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company              | Our accreditation for EMT training requires that we do clinical training. Our clinical partners require that the students have malpractice insurance.  | 3/8/12  | 3/8/12  | 4/11/12 |

| EMS 227 | Clinical Fee          | Course<br>Specific/<br>Pass Through | \$35.00  | 112198 | Children's Hospital                                | Our accreditation for Paramedic training requires that we do pediatric clinical training. Our pediatric clinical partner, Childrens Hospital, charges us \$35 per student for this experience.   | 1/26/12 | 1/26/12 | 4/11/12   |
|---------|-----------------------|-------------------------------------|----------|--------|--|--|---------|---------|-----------|
| EMS 237 | Malpractice Insurance | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company                          | Our accreditation for EMT training requires that we do clinical training. Our clinical partners require that the students have malpractice insurance.  | 3/8/12  | 3/8/12  | 4/11/12   |
| EMS 280 | Internship Fee        | Course Specific/ Pass Through       | \$100.00 | 112196 | AMR  | Our accreditation for Paramedic training requires that we do clinical training. Our ambulance clinical partner, AMR, charges us \$50 per student per 125 hours of clinical ride time.  | 1/26/12 | 1/26/12 | 4/11/12   |
| EMS 281 | Internship Fee        | Course<br>Specific/<br>Pass Through | \$100.00 | 112196 | AMR  | Our accreditation for Paramedic training requires that we do clinical training. Our ambulance clinical partner, AMR, charges us \$50 per student per 125 hours of clinical ride time.  | 1/26/12 | 1/26/12 | 4/11/12   |
| FAS 100 | Farrier Science Fee   | Course<br>Specific/<br>Pass Through | \$75.00  | 112229 | Propane: Old Town Propane<br>Bar Stock: Oleo Acres | Hazardous/flammable gases cannot be stored or sold in PPCC bookstores to each student. Also bulk bar stock cannot be easily stored in PPCC bookstores. Given the nature of the materials, the pass-through fee would be used to supply hazardous/flammable gas and bulky materilas for student through an authorized vendor that would supply them directly to the approved stables or farrier educational site where they can be stored and used for students in their applied course work. | 3/8/12  | 3/8/12  | 4/11/12   |
| FAS 110 | Farrier Science Fee   | Course<br>Specific/<br>Pass Through | \$75.00  | 112229 | Propane: Old Town Propane<br>Bar Stock: Oleo Acres | Hazardous/flammable gases cannot be stored or sold in PPCC bookstores to each student. Also bulk bar stock cannot be easily stored in PPCC bookstores. Given the nature of the materials, the pass-through fee would be used to supply hazardous/flammable gas and bulky materilas for student through an authorized vendor that would supply them directly to the approved stables or farrier educational site where they can be stored and used for students in their applied course work. | 3/8/12  | 3/8/12  | 4/11/12   |
| FAS 120 | Farrier Science Fee   | Course<br>Specific/<br>Pass Through | \$75.00  | 112229 | Propane: Old Town Propane<br>Bar Stock: Oleo Acres | Hazardous/flammable gases cannot be stored or sold in PPCC bookstores to each student. Also bulk bar stock cannot be easily stored in PPCC bookstores. Given the nature of the materials, the pass-through fee would be used to supply hazardous/flammable gas and bulky materilas for student through an authorized vendor that would supply them directly to the approved stables or farrier educational site where they can be stored and used for students in their applied course work. | 3/8/12  | 3/8/12  | 4/11/12   |
| 175 120 | ramer science ree     | Course<br>Specific/                 | \$15.00  | 112223 | Dai Stock. Gleo Acres                              | The actual card provided to the student for the CPR class costs \$4.00 per students.   | 3/0/12  | 3/0/12  | 7/ 11/ 12 |
| HPR 102 | CPR card              | Pass Through                        | \$4.00   | 112214 | Southwest Regional CPR Inc.                        |  | 2/1/12  | 2/1/12  | 4/11/12   |

| HPR 112 | Malpractice Insurance                    | Course<br>Specific/<br>Pass Through | \$9.95  | 112225 | American Casualty Company | This course represents the Phlebotomy student's spring clinical requirement for the phlebotomy beginning and advanced students. These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college. Students are required, in the phlebotomy program, to utilize JAHCO approved equipment at the facility. This requires the facility to supply the equipment the student will use on their patients. Therefore, students pay a minimal draw kit fee, and the facility provides complete supplies, approximately 5-6 times the amount of the cost.                                     | 3/8/12 | 3/8/12 | 4/11/12 |
|---------|--|-------------------------------------|---------|--------|---------------------------|---|--------|--------|---------|
| HPR 113 | Malpractice Insurance                    | Course<br>Specific/<br>Pass Through | \$9.95  | 112225 | American Casualty Company | This course represents the Phlebotomy student's spring clinical requirement for the phlebotomy beginning and advanced students. These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college. Students are required, in the phlebotomy program, to utilize JAHCO approved equipment at the facility. This requires the facility to supply the equipment the student will use on their patients. Therefore, students pay a minimal draw kit fee, and the facility provides complete supplies, approximately 5-6 times the amount of the cost.                                     | 3/8/12 | 3/8/12 | 4/11/12 |
| HVA 112 | R-410A Regrigerant<br>Certification Test | Course<br>Specific/<br>Pass Through | \$25.00 | 112205 | ESCO ESCO                 | The HVA 112 course prepares students to be certified in the safe and proper handling of a refrigerant that is replacing the old R-22 refrigerants found in older air conditioning systems. Due to high pressures not found in most refrigerants, manufacturers and suppliers have required that technicians be certified in the proper use of R-410A. As this certification has become an industry standard, we are requesting that students perform the on-line exam through ESCO Institute. The 1 <sup>st</sup> attached document illustrates the description of the certification, page 2 illustrates the contact information for ESCO, and page 3 includes the pricing information for the on-line exam for R-410A certification. This item number is seen as 410AOLPPD (Prepaid 410A On-line Exam) on this form. | 3/8/12 | 3/8/12 | 4/11/12 |

|           |                   |                          |          |        |                             | For anyone to be employed in the HVAC & R field it is   |                  |          |           |
|-----------|-------------------|--------------------------|----------|--------|-----------------------------|---|------------------|----------|-----------|
|           |                   |                          |          |        |                             | Federal law (Section 608 of the 1992 Clean Air Act) that  |                  |          |           |
|           |                   |                          |          |        |                             | requires that anyone who repairs, maintains and services  |                  |          |           |
|           |                   |                          |          |        |                             | systems that contain refrigerants, will be certified that they  |                  |          |           |
|           |                   |                          |          |        |                             | have knowledge of all laws and regulations pertinent to the   |                  |          |           |
|           |                   |                          |          |        |                             | proper handling of refrigerants. For anyone involved in   |                  |          |           |
|           |                   |                          |          |        |                             | such work, they MUST possess certification from an EPA  |                  |          |           |
|           |                   |                          |          |        |                             | approved certifying body (we use ESCO Institute). To meet   |                  |          |           |
|           |                   |                          |          |        |                             | this requirement, the HVA 113 course prepares the student   |                  |          |           |
|           |                   |                          |          |        |                             | for the certification test and we administer such tests   |                  |          |           |
|           |                   |                          |          |        |                             | through ESCO. ESCO charges us \$30.00 for grading,  |                  |          |           |
|           |                   |                          |          |        |                             | administration, and to forward certification cards to all   |                  |          |           |
|           |                   |                          |          |        |                             | students who pass the test. For anyone to be employed in  |                  |          |           |
|           |                   |                          |          |        |                             | the HVAC & R field it is Federal law (Section 608 of the 1992   |                  |          |           |
|           |                   |                          |          |        |                             | Clean Air Act) that requires that anyone who repairs,   |                  |          |           |
|           |                   |                          |          |        |                             | maintains and services systems that contain refrigerants,   |                  |          |           |
|           |                   |                          |          |        |                             | will be certified that they have knowledge of all laws and  |                  |          |           |
|           |                   |                          |          |        |                             | regulations pertinent to the proper handling of refrigerants.   |                  |          |           |
|           |                   |                          |          |        |                             | For anyone involved in such work, they MUST possess   |                  |          |           |
|           |                   |                          |          |        |                             | certification from an EPA approved certifying body (we use  |                  |          |           |
|           |                   |                          |          |        |                             | ESCO Institute). To meet this requirement, the HVA 113  |                  |          |           |
|           |                   |                          |          |        |                             | course prepares the student for the certification test and  |                  |          |           |
|           |                   | C                        |          |        |                             | we administer such tests through ESCO. ESCO charges us  |                  |          |           |
|           |                   | Course                   |          |        |                             | \$35.00 for grading, administration, and to forward certification cards to all students who pass the test.              |                  |          |           |
| HVA 113   | EPA Exam Fee      | Specific/Pass<br>Through | \$25.00  | 112205 | ESCO                        | Approved by State Board 4/2009  | 3/8/12           | 3/8/12   | 4/11/12   |
| IIVA 113  | LFA LXdIII I EE   | Tillough                 | \$23.00  | 112203 | 1300                        | The actual card provided to the student for the FA/CPR class  | 3/6/12           | 3/6/12   | 4/11/12   |
|           |                   | Course                   |          |        |                             | costs \$4.00 per students.  |                  |          |           |
|           |                   | Specific/                |          |        |                             | costs \$4.00 per students.  |                  |          |           |
| HWE 103   | FA/CPR card       | Pass Through             | \$4.00   | 112214 | Southwest Regional CPR Inc. |   | 2/1/12           | 2/1/12   | 4/11/12   |
|           |                   |                          |          |        |                             | This course represents the Medical Transcription students'  |                  |          |           |
|           |                   |                          |          |        |                             | beginning transcription class. These students are required  |                  |          |           |
|           |                   |                          |          |        |                             | to utilize the contracted platform MT Client. This company  |                  |          |           |
|           |                   | Course                   |          |        |                             | utilizes the SUM transcription program. Students cannot   |                  |          |           |
| NAOT 433  | SUM Transcription | Specific/                | ć4FC 00  | 442226 | Computer Systems Design &   | complete the certification program without access to this   | 2/4/42           | 2/4/42   | 1/11/12   |
| MOT 132   | Platform Fee      | Pass Through             | \$156.00 | 112236 | Programming                 | online program.   | 2/1/12           | 2/1/12   | 4/11/12   |
|           |                   |                          |          |        |                             | This course represents the Medical Transcription students' advanced transcription class. These students are required to |                  |          |           |
|           |                   |                          |          |        |                             | utilize the contracted platform MT Client. This company   |                  |          |           |
|           |                   | Course                   |          |        |                             | utilize the Contracted platform MT Client. This company utilizes the SUM transcription program. Students cannot         |                  |          |           |
|           | SUM Transcription | Specific/                |          |        | Computer Systems Design &   | complete the certification program without access to this   |                  |          |           |
| MOT 142   | Platform Fee      | Pass Through             | \$191.00 | 112236 | Programming                 | online platform.  | 2/1/12           | 2/1/12   | 4/11/12   |
| 14101 142 | 1 Iddomi 1 CC     | 1 ass Tillough           | 7151.00  | 112230 | i i obi aiiiiiiiig          | This course represents the Medical Transcription students'  | <i>2</i> / ±/ ±2 | 2/ 1/ 12 | r/ ±±/ ±2 |
|           |                   |                          |          |        |                             | intermediate transcription class. These students are  |                  |          |           |
|           |                   | Course                   |          |        |                             | required to utilize the contracted platform MT Client. This   |                  |          |           |
|           | SUM Transcription | Specific/                |          |        | Computer Systems Design &   | company utilizes the SUM transcription program. Students  |                  |          |           |
| MOT 145   | Platform Fee      | Pass Through             | \$144.00 | 112236 | Programming                 | cannot complete the certification program without access  | 2/1/12           | 2/1/12   | 4/11/12   |
|           |                   |                          |          |        |                             | ,   | 1                |          |           |

|         |                       |                                     |               |        |   | to this online program.   |        |          |          |
|---------|-----------------------|-------------------------------------|---------------|--------|---|---|--------|----------|----------|
|         |                       |                                     |               |        |   |   |        |          |          |
|         |                       |                                     |               |        |   |   |        |          |          |
|         |                       | Course<br>Specific/                 |               |        |   | This course represents the Medical Receptionist student's spring internship. These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility                          |        |          |          |
| MOT 181 | Malpractice Insurance | Pass Through                        | \$9.95        | 112225 | American Casualty Company   | contract with the college.  | 3/8/12 | 3/8/12   | 4/11/12  |
| MOT 182 | Malpractice Insurance | Course<br>Specific/<br>Pass Through | \$9.95        | 112225 | American Casualty Company   | This course represents the Clinical Assistant student's spring internship. These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college. | 3/8/12 | 3/8/12   | 4/11/12  |
|         |                       | Course<br>Specific/                 |               |        |   | This course represents the Medical Assistant student's spring internship. These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility                             |        |          |          |
| MOT 183 | Malpractice Insurance | Pass Through                        | \$9.95        | 112225 | American Casualty Company   | contract with the college.  | 3/8/12 | 3/8/12   | 4/11/12  |
| NUA 101 | Drug Screen           | Course<br>Specific/<br>Pass Through | \$46.00       | 112202 | Occupational Health Center of SW PA PC                                  | These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college.  | 3/8/12 | 3/8/12   | 4/11/12  |
| NUA 101 | Background check      | Course<br>Specific/<br>Pass Through | \$5.00        | 112201 | Background Information Services/ Occupational Health Center of SW PA PC | These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college.  | 3/8/12 | 3/8/12   | 4/11/12  |
| HOA 101 | Buckground Creek      | Course<br>Specific/                 | <b>\$3.00</b> | 112201 | J. SWITH C  | These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the   | 3,0,12 | 5, 6, 12 | 7) 11/16 |
| NUA 170 | Malpractice Insurance | Pass Through                        | \$9.95        | 112225 | American Casualty Company   | college.  | 3/8/12 | 3/8/12   | 4/11/12  |
|         |                       | Course<br>Specific/                 |               |        |   | Covers just the cost to provide Nursing Students the ATI testing materials charged yearly.  |        |          |          |
| NUR 106 | ATI Testing Materials | Pass Through                        | \$100.00      | 112200 | ATI   |   | 3/8/12 | 3/8/12   | 4/11/12  |

| NUR109   | Malpractice Insurance           | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company  | These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college.  | 3/8/12 | 3/8/12 | 4/11/12 |
|----------|---------------------------------|-------------------------------------|----------|--------|--|---|--------|--------|---------|
|          |                                 | Course<br>Specific/                 |          |        |  | Covers just the cost to provide Nursing Students the ATI Books charged yearly   |        |        |         |
| NUR109   | ATI Testing Materials           | Pass Through                        | \$130.00 | 112200 | ATI  |   | 3/8/12 | 3/8/12 | 4/11/12 |
| NUR 201  | Malpractice Insurance           | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company  | These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college.  | 3/8/12 | 3/8/12 | 4/11/12 |
| NUR 206  | Malpractice Insurance           | Course<br>Specific/<br>Pass Through | \$9.95   | 112225 | American Casualty Company  | These students are required to have medical malpractice, criminal background checks and drug screens as program requirements as well as facility requirements where the students will have direct patient care access. These requirements are also part of the facility contract with the college.  | 3/8/12 | 3/8/12 | 4/11/12 |
| NUID 200 | ATI Tastina Matariala           | Course<br>Specific/                 | ¢100.00  | 112200 | ATI  | Covers just the cost to provide Nursing Students the ATI Books charged yearly   | 2/0/12 | 2/0/12 | 4/44/42 |
| NUR 206  | ATI Testing Materials           | Pass Through                        | \$100.00 | 112200 | ATI  | Covers just the cost to provide Nursing Students the ATI  | 3/8/12 | 3/8/12 | 4/11/12 |
|          |                                 | Course<br>Specific/                 |          | · ·    |  | Books charged yearly  |        |        |         |
| NUR 216  | ATI Testing Materials           | Pass Through                        | \$100.00 | 112200 | ATI  |   | 3/8/12 | 3/8/12 | 4/11/12 |
| OUT 118  | River Orientation Course Fee    | Course<br>Specific/<br>Pass Through | \$160.00 | 112233 | River Runners  | This course fee reimburses River Runners direct costs for the rental cost of equipment and transportation for field experience time on the river at the remote site. The college will use River Runners' private beach and facilities along with their equipment and vehicles/driver for shuttles during the on-river field sessions.   | 3/9/12 | 3/9/12 | 4/11/12 |
| OUT 120  | Orienteering Course<br>Meet Fee | Course<br>Specific/Pass<br>Through  | \$20.00  | 112232 | La Foret Resort and<br>Conference Center/Jellystone<br>Park at Larkspur650 Sky<br>ViewLarkspur, CO<br>80118(303)859-6509 | This is a vital team building activity and orienteering practical skills challenge for the students in the Orienteering course. It provides the framework for students to work together and as individuals and acquires the necessary skill traits needed to be successful in this field of study. La Foret cost increase for 2011-2012. New opportunity for students to expand their orienteering skills in a different location and different terrain which increases their skill application for various outdoor venues and occupations. The \$5.00 per student is a day use fee at Jellystone Park G41which includes access to all facilities, amenities, and is good yearround. Local locations, such as this, help to defray the cost | 3/9/12 | 3/9/12 | 4/11/12 |

|          | I                      | ı              | ı                                       |        |                             | of two volines languaged into a constitution by the configuration of the |         | I       | 1       |
|----------|------------------------|----------------|---|--------|-----------------------------|--|---------|---------|---------|
|          |                        |                |   |        |                             | of traveling longer distances with higher fees.  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             | This is equipment and transportation cost for River Runners.   |         |         |         |
|          |                        |                |   |        |                             | This cost includes a 5 day and 4 night field expedition. We  |         |         |         |
|          |                        |                |   |        |                             | will be using River Runners river permit and guides. All   |         |         |         |
|          |                        |                |   |        |                             | food, camping, boating equipment, and transportation is  |         |         |         |
|          |                        |                |   |        |                             | included for the duration of the expedition. The cost of this  |         |         |         |
|          |                        |                |   |        |                             |  |         |         |         |
|          |                        |                |   |        |                             | expedition is over \$800 for the 2010 rafting season. This   |         |         |         |
|          |                        |                |   |        |                             | course is an exceptional value for anyone seeking a new  |         |         |         |
|          |                        |                |   |        |                             | recreational or professional skill. This course is conducted   |         |         |         |
|          |                        |                |   |        |                             | on the Yampa Riverthe last major free flowing river in the   |         |         |         |
|          |                        |                |   |        |                             | entire Colorado River system. This is a once in a lifetime   |         |         |         |
|          |                        |                |   |        |                             | experience for students. Colorado's tourism industry is still  |         |         |         |
|          |                        |                |   |        |                             | strong. River Runners is the largest rafting company in the  |         |         |         |
|          |                        |                |   |        |                             | state and hires 10 to 20 new river guides every summer.  |         |         |         |
|          |                        | Course         |   |        |                             | Students who take this course in combination with any  |         |         |         |
|          | Expedition Leadership- | Specific/      |   |        |                             | other river courses will have enough hours for a Colorado  |         |         |         |
| OUT 204  | River Course Fee       | Pass Through   | \$400.00                                | 112233 | River Runners               | State River Guide Certification.   | 3/9/12  | 3/9/12  | 4/11/12 |
|          |                        |                |   |        |                             | Hands-on application of challenge course management  |         |         |         |
|          |                        |                |   |        | La Foret Conference and     | including maintenance of high and low elements, facilitation   |         |         |         |
|          |                        | Course         |   | · ·    | Retreat Center              | and group dynamics, risk management and safety at the La   |         |         |         |
|          | Challenge Course       | Specific/      |   |        | 6145 Shoup Road             | Foret Conference and Retreat Center on their high and low  |         |         |         |
| OUT 216  | Facilitation           | Pass Through   | \$80.00                                 | 112239 | Colorado Springs, CO 80908  | ropes course.  | 3/9/12  | 3/9/12  | 4/11/12 |
| 00.210   | T domedion             | r uss rin eugn | φου.συ                                  | 112233 | colorado opinigo, do dosco  | This course fee reimburses Underwater Connection's direct  | 3/3/12  | 3/3/12  | .,,     |
|          |                        |                |   |        |                             | costs for the course and certification of our students. It   |         |         |         |
|          |                        |                |   |        |                             | includes equipment rental, learning materials, supervised  |         |         |         |
|          |                        | Course         |   |        |                             |  |         |         |         |
|          | l '                    | Course         |   |        |                             | pool time, supervised classroom time, and open water   | J       |         |         |
| DED 130  | Caulas Divinas Caut 5  | Specific/      | ¢250.00                                 | 112220 | Underweter Connection       | certification at a remote site. Approved by State Board  | 2/0/12  | 2/0/12  | 4/11/12 |
| PED 129  | Scuba Diving Cert Fee  | Pass Through   | \$358.00                                | 112228 | Underwater Connection       | 4/2009.  | 3/9/12  | 3/9/12  | 4/11/12 |
|          |                        | Course         |   |        |                             | This course fee reimburses Pikes Peak Whitewater Club  | J       |         |         |
|          | Beginning Kayaking     | Specific/      |   |        | Rocky Mountain Outdoor      | direct costs for the rental cost of equipment and pool space   |         |         |         |
| PED 161  | Course Rental Fee      | Pass Through   | \$125.00                                | 112234 | Center                      | for student instruction at the remote site.  | 3/9/12  | 3/9/12  | 4/11/12 |
|          |                        |                | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |        |                             | Fee is for any available tent site or teepee which also  | -,-,-=  | -,-,    | ,,      |
|          |                        |                |   |        | 7                           | includes access to all facilities and amenities from May to  | J       |         |         |
|          |                        |                |   |        | 7                           | October. Free upgrades to camping cabins and yurts. This   |         |         |         |
|          |                        |                |   |        |                             | course focuses on menu planning, nutritional requirements  |         |         |         |
|          |                        |                |   |        | Jollystone Bark at Larkson  | , ,  |         |         |         |
|          |                        | C              |   |        | Jellystone Park at Larkspur | for wilderness camping and meal preparations includes  |         |         |         |
|          | Barbarata Carl         | Course         |   |        | 650 Sky View                | cooking a backcountry meal and Jellystone Park at Larkspur   |         |         |         |
| 252 : 5: | Backcountry Cooking    | Specific/      | 400.00                                  | 440    | Larkspur, CO 80118          | is the perfect location for beginning culinary outdoor chefs   | 6/45/15 | 6/46/11 | 6/20/:- |
| PER 161  | Course Fee             | Pass Through   | \$20.00                                 | 112237 | (303)859-6509               | to fine tune their skills learned in the classroom. Local  | 6/19/12 | 6/19/12 | 6/20/12 |

|         |                       |                     |         |        |   | locations, such as this, help to defray the cost of traveling  |         |         |         |
|---------|-----------------------|---------------------|---------|--------|---|--|---------|---------|---------|
|         |                       |                     |         |        |   | longer distances with higher fees.   |         |         |         |
|         |                       |                     |         |        |   |  |         |         |         |
|         |                       |                     |         |        |   |  |         |         |         |
|         |                       |                     |         |        |   |  |         |         |         |
|         |                       |                     |         |        | La Foret Resort and<br>Conference Center/ | This is a vital team building activity for the students in the   |         |         |         |
|         |                       |                     |         |        | Jellystone Park at Larkspur               | Outdoor Leadership course. It provides the framework for   |         |         |         |
|         |                       | Course              |         |        | 650 Sky View                              | students to work together and acquire the necessary  |         |         |         |
|         | La Foret Challenge    | Specific/           |         |        | Larkspur, CO 80118                        | leadership traits needed to be successful in this field of   |         |         |         |
| PER 253 | Ropes Course Fee      | Pass Through        | \$55.00 | 112231 | (303)859-6509                             | study.   | 6/19/12 | 6/19/12 | 6/20/12 |
|         |                       |                     |         |        |   | These students are required to have medical malpractice,   |         |         |         |
|         |                       |                     |         |        |   | criminal background checks and drug screens as program requirements as well as facility requirements where the         |         |         |         |
|         |                       | Course              |         |        |   | students will have direct patient care access. These   |         |         |         |
|         |                       | Specific/           |         |        |   | requirements are also part of the facility contract with the   |         |         |         |
| PHT 170 | Malpractice Insurance | Pass Through        | \$9.95  | 112203 | American Casualty Company                 | college.   | 3/8/12  | 3/8/12  | 4/11/12 |
|         |                       |                     |         |        |   | These students are required to have medical malpractice,   |         |         |         |
|         |                       |                     |         |        |   | criminal background checks and drug screens as program   |         |         |         |
|         |                       | Course              |         |        |   | requirements as well as facility requirements where the students will have direct patient care access. These           |         |         |         |
|         |                       | Specific/           |         |        |   | requirements are also part of the facility contract with the   |         |         |         |
| PHT 171 | Malpractice Insurance | Pass Through        | \$9.95  | 112203 | American Casualty Company                 | college.   | 3/8/12  | 3/8/12  | 4/11/12 |
|         | ·                     | Ŭ                   |         |        | Background Information                    | Safety/Zoo/Hazardous Materials. A background check is  |         |         |         |
|         |                       | Course              |         |        | Services/                                 | necessary to protect the college, the program, and the zoo   |         |         |         |
| 700 100 | De deserved Charle    | Specific/           | ć= 00   | 442204 | Occupational Health Center                | clinical sites in which students may be assigned as interns.   | 2/0/42  | 2/0/42  | 1/11/12 |
| ZOO 100 | Background Check      | Pass Through        | \$5.00  | 112201 | of SW PA PC                               | A dwg careen is required for all interachin clinical sites now   | 3/8/12  | 3/8/12  | 4/11/12 |
|         |                       |                     | `       |        |   | A drug screen is required for all internship clinical sites per PPCC Contract. The ZOO 180 requires a background check |         |         |         |
|         |                       |                     |         |        |   | and drug screen because that is the standard for   |         |         |         |
|         |                       |                     |         |        |   | prospective employment within these types of facilities as   |         |         |         |
|         |                       |                     |         |        |   | well as being a routine requirement as set for the   |         |         |         |
|         |                       |                     |         |        | Background Information                    | acceptance of our interns to work at a given location.   |         |         |         |
|         |                       | Course<br>Specific/ |         |        | Services/ Occupational Health Center      | Interns will not be allowed to work at the majority of   |         |         |         |
| ZOO 180 | Background Check      | Pass Through        | \$5.00  | 112201 | of SW PA PC                               | cooperative facilities without the satisfactory return of a background check and drug screen.                          | 3/8/12  | 3/8/12  | 4/11/12 |
| 200 100 | background check      | 1 d33 THI Odgii     | 75.00   | 112201 | OI SWITATE                                | A drug screen is required for all internship clinical sites per  | 3/0/12  | 3/0/12  | 7/11/12 |
|         |                       |                     |         |        |   | PPCC Contract. The ZOO 180 requires a background check   |         |         |         |
|         |                       |                     |         |        |   | and drug screen because that is the standard for   |         |         |         |
|         |                       |                     |         |        |   | prospective employment within these types of facilities as   |         |         |         |
|         |                       |                     |         |        |   | well as being a routine requirement as set for the   |         |         |         |
|         |                       | Course              |         |        |   | acceptance of our interns to work at a given location. Interns will not be allowed to work at the majority of          |         |         |         |
|         |                       | Specific/           |         |        | Occupational Health Center                | cooperative facilities without the satisfactory return of a  |         |         |         |
| ZOO 180 | Drug Screen           | Pass Through        | \$46.00 | 112202 | of SW PA PC                               | background check and drug screen.  | 3/8/12  | 3/8/12  | 4/11/12 |

